Chief, Machine Records Branch   8 June 1953

Chief, Personnel Section

Expediting the Monthly processing of Security Files

There is a item in the processing of EOD's, which if added to the Form 50 or SF-52 would eliminate much confusion at report time, and eliminate many clerical hours necessary to <u>hand-process</u> all EOD's against the active Security File.

As a means of clarifying the foregoing statement I would like to draw a comparison between the system as it now stands, and the processing which would take place if the Request Number for security clearance (which is a part of the applicant's history) was included on the upper right hand corner of the EOD action, <u>along with the security clearance data now shown.</u>

Currently, the Personnel Section of Machine Records Branch maintains a hand-posted record of monthly "regular accessions". After cut-off has been established for each month, it is the duty of the person responsible for the Security File to process each EOD as follows:

1. By referring to the hand-posted listing of EOD's, the clerk searches the "master security listing" (alphabetically arranged) and notes the person's name. The Request number is noted. Turning to the card file the clerk searches for the Request number, checks the name, and if it corresponds to the name appearing on the EOD listing pulls the case.

2. On the face of each card pulled from file there is entered the employee serial number assigned to each EOD by Machine Records Branch, and the date of EOD.

3. The designation "OD" (on duty) is posted to the Security master listing of all security requests denoting that the card was pulled from file due to EOD.

4. The cards pulled from file are sent to the Key Punch Section where the employee serial number and EOD date shown on the face of the card is punched into it.

5. The cards are returned to the Personnel Section to be used in subsequent reports, prior to filing the cards in the "ON DUTY" Security history file.

The hand posting explained above is commenced after the Agency cut-off has been established, because the personnel records up to this point are constantly undergoing changes through addition, deletion, changes, or problem. Also, the processing has been performed manually, against a name. In some cases the Form 50 to 52 has been received in which the name appeared to be, for instance, Parson, but on the legible 37-104 (initiation) was noted as Parson. Here we are faced with a situation in which it appears that there is an EOD for which there is apparently not a case in the Security File. If the processing was carried out against a Request Number this particular problem could be eliminated.

The proposal necessary to eliminate this hand processing, and enable the Personnel Section to employ machine technique could be set up on the following reservation.

1. The applicant folder is now being pulled on EOD to determine the "type of clearance received" at that point. This is typed on the document. While the clerk is clearing this one point, preparatory to typing the information on the document, the latest form 37-104 in the folder could be checked and the Request Number could be included.

2. The Personnel Section, Machine Records Branch in keeping its hand-posted record of EOD's would include Request Number.

3. The hand-posted listing would be sent to key punch and cards would be punched with name, employee serial number, request number, and EOD date. Up to this point the person servicing the Security File would not be faced with EOD processing.

4. The punched cards would be delivered to the person in charge of the Security File, and sorted on Request Number, collated against the active Security File and in a matter of 15 minutes have all EOD's pulled from file. This would allow the operator to continue the many processing phases necessary to assemble the Security File in report order.

The time actually saved represents either a morning or an afternoon of a clerk. At first glance it appears that it may be an insignificant time saving, but the important factor is that the time is saved after official cut-off, and prior to report time when the closest scheduling is necessary.

The Personnel Section, Machine Records Branch has revised its system of processing the Status File to actually cut down on the time necessary to prepare its many reports. The first report scheduled is, of course, the Agency strength report. It would avail Machine Records Branch nothing at all if the Status File is in report order - and represents some ▓▓▓▓▓▓ - and it must stand and wait until the Security File of some ▓▓▓ cards has been processed and put in report order.

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An informal check has been made with ███████████ STATINTL
Chief, T & R. No serious objections were voiced after ████████ STATINTL
was made aware of the existing problem confronting Machine Records
Branch.

This matter is being brought to your attention for your
concurrence. We feel that the relative values would be appreciated,
and the matter given serious consideration. It is a matter that
should be expedited at your earliest convenience for the whole
processing system used for the Security File is being scrutinized
with an eye toward eliminating as much of the clerical work as
possible.

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MRB/WAC:mre (8 June 1953)

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